

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-77**

OPENING DATE: 19 Jun 14 **CLOSING DATE:** 03 Jul 14 **AGENCY:** 5709 **PIN:** 0278

POSITION: CFA RESOURCES ADMINISTRATOR (GULFPORT)

STARTING SALARY: \$33,901.53

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave.,
Gulfport, MS 39507-4324

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Accounting, or a related field and two (2) years related experience;
- OR**
2. Graduation from a standard four-year high school or equivalent (GED) and six (6) years related experience.
3. Knowledge of State of MS personnel and State purchasing regulations is desirable.
4. Experience in Access and Excel computer programs is desirable.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Distributes expenditure vouchers to program managers and submits to Grants Officer Representative (GOR) for review and signature.
2. Reconciles accounts monthly and verifies expenditures balance with state and federal comptrollers.
3. Tracks cyclical, seasonal and regular spending rates and trends, to provide historical information for future budget planning.
4. Prepares purchase orders insuring proper State of Mississippi or Department of Defense procedures, regulations, and formats.
5. Enters initial data into IEMS, to include agreement funding information, federal codes, state codes, beginning balances, and salary data at the beginning of each federal fiscal year.
6. Coordinates with Real Property Specialist to ensure accuracy of facility information including facility size, type, age, and utility cost; data is used to generate specific reports to Air National Guard Readiness Center.
7. Tracks Sustainment, Restoration and Maintenance (SRM) and MILCON project funds.
8. Monitors data to insure that all proper approvals and documentation are received before funds are obligated.
9. Performs other duties as assigned by Supervisor.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and Gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**